

Relocation Bonus Service Agreement

Title 5 U.S.C. §5753 provides for payment of a relocation bonus to a current Federal employee who must relocate to another commuting area to accept a position in the U.S. Agency for International Development (USAID). The bonus may not be paid until after the employee enters on duty and signs this service agreement. In addition, the employee must establish a residence in the new commuting area and provide proof of residence in the new commuting area, before the Agency can pay the bonus.

1. Name of Employee

(First, M.I., Last)

2. Home Address

(Street Address)

(City, State, Zip Code)

3. Effective Date of Appointment

I understand and agree that:

1. I will remain in the service of the U.S. Agency for International Development (USAID) for a period of one year beginning with the effective date of my appointment, unless separated for reasons beyond my control and acceptable to USAID.
2. If I voluntarily fail to complete the required one-year period of service, or if I am separated from USAID before completion of the required period of service for cause on charges of misconduct or delinquency, I will repay to the Agency the recruitment bonus on a pro rata basis.

The amount to be repaid shall be determined by providing credit for each full month of employment completed under this agreement. I understand that the amount owed is recoverable from me as a debt due the United States Government.

Signature of Employee

Date Signed

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Distribution of Copies AID Form 400-16:

Original – Official Personnel Folder
One Copy – Employee
One Copy – Travel Voucher
One Copy – M/HR/POD, M/HR/EM or IG Files